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3 September 1987

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 3 September 1987

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2. The Office of Logistics has posted in the Exhibit Hall a display of memorabilia in honor of the Agency's fortieth anniversary. The exhibit, "40 Years, Images of the CIA," was organized by the Historical Intelligence Collection Staff.

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4. The Office of Information Technology (OIT) assisted the Naval Security Station (NSS) when an electrical storm knocked out its local communications network and circuits to the Department of State. OIT technicians talked NSS operators through the steps required to reset the Raytheon equipment and restore the service.

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6. The Office of Personnel sent out its first newsletter and information package to the placement directors and administrators of over 700 colleges and universities. Responses to the package, which includes the new Agency Flagship Brochure and reading list, have been positive.

7. The counseling facility recently established in the Headquarters Library to assist employees in deciding whether to transfer to the Federal Employees Retirement System (FERS) is helping an average of 12 employees per day. In addition to counseling, the facility provides employees access to an IBM personal computer to run the retirement comparison software, videotapes on FERS issues, and a variety of brochures and handouts.

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William F. Donnelly

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25X1 ORIG: DDA/MS [redacted] :da/3 September 1987 (weeklib)

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